

Comprehensive Public Training Program

Management Development Certifications

May 2005

Management Development Certificates:

- * Certificate for Managing People
- * Certified Public Manager

For more information about the Management Development Program certificates, or any other courses offered by the Comprehensive Public Training Program, contact Sam Breen (225-342-3620) or Karen Puckett (225-342-7002) at the CPTP office.

Changes are being made to the Management Development Program

The CPTP Management Development Program is currently offering one management development certificate leading toward the attainment of a nationally recognized certification, the Certified Public Manager. Other certificates as well as the Certified Public Manager certification are currently undergoing revision. Detailed information about the CPTP management development certificates can be obtained from the CPTP office, (225) 219-4528.

The Managing People certification is an 11.5-day curriculum that includes 10.5 days of classes that are part

of the mandatory training program for Supervisory Groups 1 and 2 as defined by the Dept. of Civil Service (see chart on page 2).

While attendance at the classes will satisfy the mandatory training requirement, to earn the CPTP certification, more than class attendance is required. Participants must also pass the tests given at the end of each class (with a score of 70% or higher), and complete an on-the-job project which demonstrates that the candidate for certification can apply the material learned in the classes to his/her job.



We would like to encourage you to continue developing your supervisory skills by taking the additional classes needed to complete the requirements for the Certificate for Managing People.

As soon as information on other certificates that will be offered by CPTP is revised, it will be made available.

If you are a Group 1 Supervisor participating in the Civil Service mandatory training:

When you have completed all mandatory training for Supervisory Group 1, you will have completed 5.5 days of the required 11.5 days needed to earn the Certificate for Managing People.

If you are a Group 2 Supervisor participating in the Civil Service mandatory training, and you have ALSO completed the Group 1 mandatory requirements:

When you have completed the mandatory training for Supervisory Group 2, then you may have completed as many as 10.5 of the required 11.5 days needed to earn the Certificate for Managing People. The number of classes remaining to complete the certificate may vary depending on which of the Group 2 classes you have chosen to take.

Requirements for Certificate for Managing People (effective July 1, 2003)

- * Two of the following three Civil Service Classes:
 - * Common Myths That Affect Good Supervision (1 day, Supervisory Group 1)
 - * Controlling Absenteeism & Tardiness in State Government (1 day, Supervisory Group 1)
 - * Civil Service Essentials for Supervisors (1 day, Supervisory Group 1)
- * Documenting for Performance and Discipline (1 day, Supervisory Group 1)
- * Performance Planning & Review (1 day, Supervisory Group 1)
- * Developing a Motivated Work Group (1.5 days, Supervisory Group 1)
- * Building Better Performance Through Employee Skill Development (2 days, Supervisory Group 2)
- * Improving Employee Performance Through Coaching (1.5 days, Supervisory Group 2)
- * Conducting an Effective Job Interview (1.5 days, Supervisory Group 2)
- * Conducting Productive Employee Performance Reviews (1 day; this is not a required class in any supervisory group)
- * Successful completion of the test (score of 70% or higher) for each class
- * Completion of a work-related project relating to the use of the material learned in the classes

Note:

Alternate agency training plans which have received approval to be substituted for the Civil Service mandatory training requirements may not include as many of the classes needed for the Certificate for Managing People. Employees participating in mandatory training through an approved agency plan are also encouraged to complete the requirements for this certificate; however, you may need to view the certificate requirements to determine which courses you need to take in addition to those required by your agency plan.